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Approved For Release 2000/08/30 : CIA-RDP80-00773A000100020074-9

25 July 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week Ending  
25 July 1975

1. Retirements 1 July through 1 August 1975:

Retired 1 July through 22 July: 44 44

Pending through 1 August:	<u>CIARDS</u>	<u>CSC</u>	<u>TOTALS</u>	
Voluntary	61	13	74	
Involuntary	51	--	51	
Discontinued Service	--	49	49	
Mandatory	1	3	4	
Disability	<u>3</u>	<u>3</u>	<u>6</u>	
	116	68	184	184
				<u>228</u>

2. A Long-Range Perspective: At mid-point in 1975, it is interesting to take a look at total Agency retirements over a longer period of time than usual. In the first half of the decade (i.e., to 30 June 1975) the Agency retired 3,685 employees. If we add to this the large figure that will finally emerge for July, the total will come close to 4,000. In either case, however, it is a substantial figure for an organization of our size. Incidentally, the total of retirements for July alone is slightly more than we usually have during the first half of a fiscal year, except for the first half of FY 1974, when the figure was 341.

25X1A 3. Special Recruitment: Mr. [REDACTED] of OER and 25X1A Mr. [REDACTED] of Recruitment Division met to discuss a forthcoming economic conference to be held at Ohio State University in Columbus, Ohio from 10-13 August. Recruitment Division will provide assistance by interviewing prospective agricultural economists.

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4. Thanks to [REDACTED] We received a letter from

[REDACTED]

outstanding. This is simply one more example of what we already know; namely, that Tom is an excellent representative of the Agency.

5. Recruiter Transfer: Mr. [REDACTED] is 25X1A scheduled to have lunch with the Placement Director of Harvard University at the Faculty Dining Room today, 25 July. This is a good sign that Chuck is off and running in his new territory. He recently was transferred from

25X1A

6. Recent "PARADE" Article: The total number of call-ins for all of last week resulting from the PARADE article was 41. We have stopped keeping this count. We had no way of knowing if any of the ladies calling in were minority applicants, but a few who discussed their qualifications did not sound particularly competitive in today's market. However, all were advised that a resume could perhaps better outline their qualifications, and they should mail them in if they were genuinely interested or come in for an interview.

7. Summer Only Program: Clerical Staffing Branch mailed to all components, on 22 July, the exit questionnaire to be completed by the Summer Only employees prior to their last working day.

8. Summer Interns: The Summer Interns were briefed by the Deputy Director of Scientific Research and took a tour of the OJCS Computer Center on 22 July. Next week they will be briefed by the Director of NPIC and tour the NPIC installation.

9. Co-op Visit: The Associate Co-op Coordinator from Central State University in Wilberforce, Ohio visited the Agency on 18 July.

10. Special Awards Ceremonies:

a. The Deputy Director for Science and Technology, in a well-attended ceremony in the Headquarters auditorium, presented the following awards:

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(1) An \$8,000 Exceptional Accomplishment Award, equally shared among four OTS officers;

(2) Suggestion Awards of \$300, \$300, \$200 and \$200 respectively to OTS technical specialists;

(3) An award of \$50 for a suggestion from an OD&E officer;

(4) Awards for significant suggestions in the amount of \$5,000 and \$800 to NPIC officers;

(5) Suggestion award of \$50 to a DIA employee on duty at NPIC.

It is interesting to note that one of the OTS officers, who received \$2,000 of the \$8,000 award, was a former Co-op employee who converted to staff. Also, the winner of the \$5,000 NPIC award is a former Co-op.

b. The Director of Logistics, at a ceremony at the Printing and Photography Division plant, presented suggestion awards of \$350, \$350, \$350, \$300 and \$170 respectively to five employees of the P&P Division.

Coming Events:

1. We plan to complete review of OP office-level objectives.

2. We will begin review of Developmental Profiles. DDI and DDA have been received to date.

3. We will continue extensive name checks incident to Committee investigations.

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Acting Director of Personnel

Dist:

- 0 & 1 - Add
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
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OD/Pers/ [redacted] jmm (25 Jul 75)

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